

ACTIVITY

*RPMAT RECORD REVIEW TICKLER WORKSHEET***Ref: BUPERSINST 1001.39C CH-2/COMNAVRESFORINST 1001.5C CH-1 (222)**

Y/N

How many members are not physically qualified(NPQ)? (Mbrs physically disqualified over 6 months)	
Has the reserve activity notified the NAVRESRECOM, NAVAIRESSEN, NAS, or NAF of the NPQ member and gained the member to records review?	
Are the service, health and dental records still maintained at this reserve activity?	
Do you have any NPQ members with less than 6 months remaining on their enlistment? (If yes, look for a NAVPERS 1070/613)?	
Are you forwarding above NAVPERS 1070/613 entry via certified mail to NPQ members and if they don't respond, are they processed for discharge?	
Are officer and enlisted members notified in writing on a NAVPERS 1070/613 that their SGLI coverage is affected while in Record Review?	
Are Records Review members being monitored at least monthly and "status changes" reported to the Echelon IV command?	
Do you have any members in Records Review for a period exceeding twelve months? (if over 12 mos member should have a Physical Evaluation Board)	

*RETIREMENT TICKLER WORKSHEET***Ref: BUPERSINST 1001.39C CH-20**

Y/N

Are retirement request letters from the member to NRPC (via unit & NRA CO) processed between 6 and 12 months prior to retirement date?	
Is NRA canceling all retiree orders to a drilling unit and transferring retiree out of RSTARS on the day preceding the requested retirement date?	
Transfer member out of RSTARS even if members orders have not been received from NRPC (per BUPERSINST 1001.39B, paragraph 2015-5a)	
Once retirement authorization is received, is the admin clerk processing NAVPERS 1070/613 in accordance with MILPERSMAN 5030420? Is retiree service record closed (with a copy of the retirement-authorization inclosed) and record forward to NRPC.	

COMMENTS:

ACTIVITY _____

RP MAT RSL TICKLER WORKSHEET

Ref: COMNAVRESFORINST 1001.5C CH-1 (1509)

Y/N

Are IDT pay, bonus payments or Special pay problems reported to Echelon IV for RSL input within one working day?	
Are Echelon IV commands inputting RSL into the system within 3 working days and if problems are not resolved, are the RSLs forwarded to CNRF within 3 working days?	
Are Echelon IV commands updating Echelon V commands via RSTARS mailbox on a weekly basis until problems are closed by CNRF help desk?	
Check for following filing requirements: Naval Reserve Activity will maintain hard copy RSL including feedback of unresolved (open) RSLs. File is to be reviewed by RESPAY/ADMIN Supvr.. on a weekly basis. Historical file will be maintain on Closed RSL for current and past two fiscal years.	

COMMENTS: _____
